

Crane Lift Checklist				
I. Instructions				
The use of mobile cranes at the UR can pose a variety of hazards and challenges. Before using this checklist, consider the necessity and feasibility of using a mobile crane, or if alternative options are available. Project Managers must submit all information in this checklist and can direct questions to the UR EH&S Department.				
II. General Requirements for Project Managers			Yes	NA
1	Obtain all required permits and clearance as necessary (Local, State, Federal) Click or tap here to enter text.	☐	☐	
2	Verification that all ground conditions can support operations and no underground hazards are present. Click or tap here to enter text.	☐	☐	
3	If operations will block or partially block, building exits, exits routes, fire lanes or equipment, notify UR Fire Marshal for approval. Click or tap here to enter text.	☐	☐	
4	Notification to building manager and other relevant or affected departments/personnel (Helipad disruption, Emergency Department contacted). Click or tap here to enter text.	☐	☐	
5	Identified interior building spaces below the crane swing radius must be evacuated during operations. Click or tap here to enter text.	☐	☐	
6	Communications Plan implemented for any crane within a helicopter approach to the helipad. (DPS and ED Communications notified and proper Portable Radio issued to the Crane Operator). Click or tap here to enter text.	☐	☐	
III. General Requirements for Contractors				
1	Valid Crane annual inspection report, last three monthly inspections and certification that do not indicate any deficiencies. Click or tap here to enter text.	☐		
2	Valid crane operators license and certification for the type and specific crane being operated. Click or tap here to enter text.	☐		
3	Valid Signalperson(s), rigger(s) and flagger(s) certification(s) Click or tap here to enter text.	☐		
IV. Written Plan (developed by contractors)				
1	Crane operator, rigger, signalperson, spotter, flagger, competent person identified and copy of certifications and training obtained. Click or tap here to enter text.	☐		
2	Detailed scope of work, purpose of the crane relative to specific project, date(s) of operation, hours of operation. Click or tap here to enter text.	☐		
3	Description of load(s) to be lifted Click or tap here to enter text.	☐		
4	Verification that landing zones/areas are identified, prepared and can support loads Click or tap here to enter text.			

5	Detailed information of the cranes capacity, Loads, weights and engineering calculations determining the lift is what percentage of the cranes rated capacity (less than 75%). Click or tap here to enter text.	☐	
6	Safety measures and procedures that all parties will adhere to during crane operations including electrical/energized hazards addressed. Click or tap here to enter text.	☐	
7	Weather report and crane operations weather shutdown procedures. Click or tap here to enter text.	☐	
8	Method(s) of communication between all parties during crane operations. Click or tap here to enter text.	☐	
9	Description of rigging equipment, methods utilized, inspection/certification and rated for the loads being lifted. Click or tap here to enter text.	☐	
10	Provide a detailed lift plan drawing indicating the following criteria: Crane and equipment positions in relation to nearby structures, streets, walkways, and hazards. Staging, hoisting, and landing zones Crane travel path Identification of overhead or swing radius hazards. Roadway and walkway shutdown locations Barricade and flagger positions for vehicle and pedestrian safety and control. Click or tap here to enter text.	☐	
11	Provide a copy of the FAA obstruction evaluation.	☐	
V. Pre-Operation Checklist – The contractor shall provide a copy of a pre-operation checklist that minimally addresses the following items:			
1	Crane operator, rigger, signalperson, spotter, flagger, competent person identified.	☐	
2	Safety Considerations: Potential crane boom obstructions been identified, mitigated and barricaded? Blocking and/or cribbing available to set the loads on? All anchor bolts, hold-downs, or fasteners have been removed? Attachment points rated to take the load? Shift inspection of the crane completed (copy available upon request from UR)? Review of the load and anything inside/outside the loads that could shift during the lift? All rigging has been inspected by a qualified rigger? Rigging correctly sized for the load and angles? Method of communication identified? All items in the detailed written plan addressed and set up prior to the lift.	☐	
3	A pre-lift review has been conducted prior to the lift and addresses all necessary items	☐	
4	Documentation of the pre-operational checklist, inspections, and proof of a completed review are available to the UR at any time requested.	☐	